

<p>CITY OF BEAVERTON</p> <p>Public Works Supervisor – Arborist</p>
--

General Summary

Supervise arboricultural and landscape staff. Plan, assign, review and evaluate crew work. Perform budgetary and administrative duties to facilitate efficient and effective operations.

Key Distinguishing Duties

Responsible for fully supervising crew employees including initiating, implementing and overseeing the disciplinary process as needed. Respond to employee grievances.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Supervise section operations. Ensure the goals and objectives of the City, department and division are met. Develop, recommend, implement and evaluate operational work plans, policies, procedures and reports. Set performance standards with input from the responsible public works manager.
2. Plan, assign, monitor, review and evaluate the work of section staff. Authorize overtime and approve time off requests. Participate in the hiring process and effectively recommend hiring decisions. Train, coach and provide developmental or cross-training opportunities to employees. Conduct employee performance discussions and feedback. Develop and administer work improvement plans. Respond to employee grievances and conduct disciplinary processes according to the collective bargaining agreement and City policy.
3. Estimate materials and resource needs for special projects and ongoing operations. Make accurate budgetary recommendations. Approve and track expenditures and reconcile with budget. Develop and update reports on expenditures and resource allocations. Provide detailed input into the five-year plan.
4. Develop landscape specifications including irrigation design plans. Bid projects and administer contracts related to landscape maintenance, landscape construction, arboriculture and urban forestry activities. Oversee performance of contractors and authorize payments to contractors and consultants. Coordinate work activities between staff, internal and external customers, contractors, and vendors.
5. Review tree preservation plans and tree inventories for new development. Perform hazard tree assessment for commercial property, residential property and new developments as part of the permitting process. Manage the development tree program. Provide bid specs and award jobs to contractors. Perform sidewalk and tree inspections and approve tree removal permits.

6. Review development plans pertaining to landscape construction and maintenance and make recommendations as appropriate. Inspect landscaping installation in the public right of way related to new construction and capital projects. Develop and write inspection reports.
7. Perform work of crewmembers as needed. Apply herbicides and pesticides. Operate tools and equipment related to landscape construction and maintenance. Identify equipment needs. Ensure equipment is properly maintained.
8. Identify and update mapping information. Monitor and maintain computer maintenance management system. Review record keeping and documentation to ensure compliance with local, state and federal agencies, laws, codes, ordinances and regulations.
9. Provide employees with job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
10. Assist in ordering needed materials. Complete paperwork and records. Follow up on incorrect or non-received purchases.
11. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Model and coach employees on excellent internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
14. Represent the section and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Provide leadership in emergency situations. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
15. Participate in the City Emergency Management program including classes, training sessions and emergency events.
16. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
17. Follow standards as outlines in the Employee Handbook.
18. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Respond to citizen inquiries and requests.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of turf, plant, tree and shrub identification and care including pruning.
- ◆ Expert knowledge of tree growth patterns.
- ◆ Expert knowledge of disease and insect identification and control including the use of herbicides, fungicides and pesticides.
- ◆ Advanced knowledge of safety practices and procedures related to landscape construction and maintenance including the use of pesticides, fungicides and herbicides. Advanced knowledge of flagging procedures.
- ◆ Advanced knowledge of practices, principles and techniques of landscape design, maintenance and construction including arboriculture and urban forestry.
- ◆ Advanced knowledge of irrigation and hydraulic systems.
- ◆ Working knowledge of the principles and practices of employee supervision, coaching and leadership.
- ◆ Working knowledge of the federal, state, and local standards, codes, ordinances, laws and regulations governing landscape and public works construction projects.
- ◆ Working knowledge of computer aided design and drafting programs.
- ◆ Working knowledge of issues and trends in the construction industry.
- ◆ Working knowledge of project budgeting.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic knowledge of engineering design practices.
- ◆ Basic knowledge of project management techniques.
- ◆ Basic knowledge of managing consultant and construction contracts.
- ◆ Basic knowledge of practices and principles of public/business administration and decision-making.
- ◆ Working knowledge of arithmetic and mathematics.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Effectively lead a staff including training, coaching, scheduling and reviewing work.
- ◆ Productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Read and understand equipment instructions, maps, engineering plans and specifications.
- ◆ Properly and effectively use tools and equipment related to landscape construction and maintenance including lift trucks, mechanized spray equipment, brush chippers, stump grinders, root pruning machines and chain saws.
- ◆ Accurately identify potential tree hazards.
- ◆ Maintain accurate records.
- ◆ Perform engineering computations.
- ◆ Apply and interpret codes and ordinances.
- ◆ Effectively manage consultant and construction contracts.

- ◆
- ◆ Establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Apply excellent internal and external customer service skills.
- ◆ Communicate effectively both verbally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Develop and make presentations and prepare reports that may include technical information.
- ◆ Properly and effectively use a calculator, keyboard, word processing and spreadsheet programs, and other application software as required for position.
- ◆ Lift and move objects up to 90 pounds.
- ◆ Position oneself in a specific spot for prolonged periods.
- ◆ Traverse uneven terrain.
- ◆ Access small and/or confined spaces in order adequately and fully conduct tree, plant, and irrigation inspections, as well as pruning and excavating.
- ◆ Ascend, descend, traverse and work atop high heights.
- ◆ Have regular, punctual attendance at assigned work location.

Minimum Qualifications Required for Entry

High School diploma or GED and 5 years of experience in landscape construction and maintenance with at least 2 years arboricultural experience, and 2 years experience in a supervisory or lead role; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and meet the City's driving standards.
- ◆ Commercial Driver's License-B with air brake endorsement required.
- ◆ International Society of Arboriculture Certification as an Arborist required.
- ◆ Traffic flagger training required within three months of employment.
- ◆ CPR and First Aid certification required within six months of employment.
- ◆ Public Pesticide Applicator's license required.
- ◆ Ornamental and Turf: Insecticide-Fungicide license required.
- ◆ Ornamental and Turf: Herbicide license required.
- ◆ Ability to pass City physical exam.

Working Conditions

Regular focus on computer screen; frequent work outdoors in all weather conditions and around traffic; exposure to hazardous chemicals, biohazards, vibrating equipment, fumes and high noise levels; daily wearing of protective gear; occasional exposure to electrical current; occasional dealing with distraught or difficult individuals; response to emergency situations off-hours as necessary; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

Created: January 2015

Status: M3

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date